#### Borrego Water District Board of Directors Regular Meeting January 25, 2017 @ 9:00 a.m. 806 Palm Canyon Drive Borrego Springs, CA 92004

#### I. OPENING PROCEDURES

- **A.** Call to Order
- B. Pledge of Allegiance
- C. Roll Call
- **D.** Approval of Agenda
- E. Approval of Minutes
  - 1. December 14, Regular Board Meeting Minutes (3-7)
- F. Comments from Directors and Requests for Future Agenda Items
- G. Comments from the Public and Requests for Future Agenda Items (comments will be limited to 3 minutes)

#### II. ITEMS FOR BOARD CONSIDERATION AND POSSIBLE ACTION

- A. Approval of Request for Proposal for WWTP Tertiary Plant Upgrade Assessment D. Dale (8-20)
- **B.** Setting BWD Special Board Meeting Date for February and March 2017- G Poole (21-24)
  - 1. Resolution 2017-01-01
- C. Support for Borrego Stewardship Council Spring Forum L Brecht (25)

#### III. STAFF REPORTS

- A. Financials
  - 1. November 2016 (26-38)
  - 2. December 2016 Not available until February Regular Board Meeting
- **B.** General Manager Informational Items
- C. Water and Wastewater Not available until February Regular Board Meeting
- D. Water Production/Use Not available until February Regular Board Meeting

#### IV. ATTORNEYS REPORT

A. None

#### v. AD-HOC COMMITTEES

- A. Executive Hart & Brecht
- **B.** Finance Brecht & Tatusko
- C. Operations and Infrastructure: Delahay & Tatusko
- D. Personnel: Hart & Ehrlich
- E. Public Outreach: Delahay & Ehrlich
  - 1. Town Hall Update

#### VI. INFORMATIONAL ITEMS (39-52)

- A. New Computer Software Capabilities J Tatusko
- **B.** Update on research regarding a CIP program for GPCD reduction L Brecht
- C. Developer's Charges, given SGMA supply constraints L Brecht
- **D.** Report on Investment Banking advice requirements L Brecht
- E. Depth Dependent Testing Update G Poole
- **F.** Calendar of events

#### IV. CLOSED SESSION

A. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION:

Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: (2 cases)

#### v. CLOSING PROCEDURE

- A. Suggested Items for Next Agenda
- B. The next Regular Meeting of the Board of Directors is scheduled for February 14, 2017 at 9 a.m. at the Borrego Water District



#### Borrego Water District MINUTES

#### Regular Meeting of the Board of Directors Wednesday, December 14, 2016 9:00 AM

806 Palm Canyon Drive Borrego Springs, CA 92004

#### I. OPENING PROCEDURES

**A.** Call to Order: President Hart called the meeting to order at 9:00 a.m.

**B.** Pledge of Allegiance: Those present stood for the Pledge of Allegiance.

C. Roll Call: <u>Directors: Present:</u> President Hart, Vice-President

Brecht, Secretary/Treasurer

Tatusko, Delahay, Ehrlich

Staff: Geoff Poole, General Manager

Kim Pitman, Administration Manager

David Dale, District Engineer

Wendy Quinn, Recording Secretary

Public: Susan Percival, Club Circle East Ray Shindler

HOA Rebecca Falk, Sponsor

Trey Driscoll, Dudek Group
Dick Walker Richard Dopp Lucy Larson

Chris Thibideau, Squar Milner LLP (via teleconference, Item II.A)

- D. Approval of Agenda: MSC: Brecht/Ehrlich approving the Agenda as amended (postpone Item II.B, Borrego Basin GSP Update from County of San Diego, to the January workshop).
  - **E.** Approval of Minutes:

Regular Meeting of November 16, 2016

MSC: Brecht/Ehrlich approving the Minutes of the Regular Meeting of November 16, 2016 as corrected (Item VI.B, amend in part to read, "... BWD's average electric bill has been \$924 monthly.")

- F. Comments from Directors and Requests for Future Agenda Items: None
- **G.** Comments from the Public and Requests for Future Agenda Items: None
- **H.** Correspondence: None

#### II. CURRENT BUSINESS MATTERS

A. Presentation of Borrego Water District's 2016 FY Financials by Squar Milner LLP: Chris Thibideau invited the Board's attention to the 2016 Auditor's Report, included in the Board package, and accompanying letter from Geoff Poole. The auditors found no issues of concern and concluded that the District did a great job of managing its assets. The financial position is strong compared to last year, and the cash flow is positive. Director Brecht asked whether the auditors reviewed the District's asset management system. Mr. Thibideau explained that they reviewed a spreadsheet, but it could be helpful to implement a computerized asset management system in the future. Kim Pitman noted that the new computer system includes one. Director Brecht asked whether Squar Milner performs cyber security assessments or knew of an organization which did so. Mr. Thibideau replied that it was not part of the audit, but he would look into it. *MSC: Brecht/Ehrlich accepting the 2016 Audit.* Director Tatusko suggested scheduling a teleconference with the tutor who has been working with staff on the new computer

system. President Hart referred the matter to the Operations and Infrastructure Committee and asked Ms. Pitman to arrange the call in January.

- C. Borrego Basin GSP Advisory Committee Selections; Approve Nominee for BWD Ratepayer Representative: Director Ehrlich reported that he and Director Delahay had reviewed and interviewed the three applicants for the position of BWD Ratepayer Representative on the GSP Advisory Committee and recommended Richard Dopp. Ray Shindler, another candidate for the appointment, thanked Mr. Poole for facilitating the selection process and expressed his support for Mr. Dopp. Mr. Dopp, a retired engineer with water experience in Oregon, added his thanks to Mr. Poole and expressed his willingness to serve and help to resolve Borrego's water issues. Director Tatusko expressed his support for the selection of Mr. Shindler, noting his participation in BWD Board meetings, knowledge of SGMA and endorsements from the community. Lucy Larson spoke in support of Mr. Shindler, citing his education and dedication to saving the aquifer. Rebecca Falk concurred, adding that Mr. Shindler is involved in the community and in touch with ratepayers' opinions. President Hart pointed out that the Advisory Committee will seek input from all members of the community. Director Brecht pointed out that there are differing opinions in the community, and the Advisory Committee needs to avoid preconceived ideas and listen to all. Their meetings will all be open to the public. Director Brecht cited Mr. Shindler's support for adjudication, a strategy which he had researched and found most to be dissatisfied with. President Hart called for a vote on the Committee's recommendation to appoint Mr. Dopp as the BWD Ratepayer Representative to the Borrego Basin GSP Advisory Committee. Director Tatusko voted no, and all other Directors voted aye.
- **D.** Annual SB165 Report for CFD No. 2007-1: Mr. Poole requested Board approval of the required annual SB165 Report for CFD No. 2007-1. *MSC: Brecht/Tatusko adopting the SB165 Report as presented.* President Hart asked Mr. Poole to find out if this report is normally part of Taussig & Associates' annual package relating to property taxes.
- E. RFP for Solar Power Installation at BWD Offices/Warehouses: Mr. Dale invited the Board's attention to the RFP for solar power installation at the BWD offices and warehouse, included in the Board package. Director Ehrlich recommended contacting ACWA regarding their solar financing program. MSC: Ehrlich/Delahay authorizing Mr. Dale and staff to distribute the RFP to solar providers.
- Assessment: Mr. Dale referred to the Board's discussion at its last meeting regarding Dudek's proposal for a Hydrogen Sulfide Odor Assessment in the wastewater treatment plant area. The Operations and Infrastructure Committee requested that the proposal be presented to the Board for consideration of approval. Director Delahay noted that the Committee had budgeted \$25,000 for the project, and the proposal estimated \$33,000. He asked whether the cost could be reduced. Trey Driscoll agreed to try. MSC: Ehrlich/Delahay selecting Dudek to perform the Hydrogen Sulfide Odor Assessment and authorizing Mr. Poole and Mr. Dale to negotiate the price.
- G. Authorize staff to accept land donation from Charles White and authorize staff to complete necessary documentation: Mr. Poole explained that Mr. White had donated land to the District in the past, and wishes to do so again. The property has potential for future storm water recharge. Mr. White met with Mr. Poole and Jerry Rolwing, but they had difficulty in identifying the parcel in question. He is traveling at present and hopes for approval of the donation during the 2016 calendar year for tax purposes. MSC: Brecht/Ehrlich conditionally accepting the land donation from Charles White, providing the transaction will be at no cost to the District, can be executed prior to December 31, 2016, and staff will present the documentation to the Board in January.

#### III. STAFF REPORTS

- **A.** <u>Financial Reports November 2016:</u> President Hart offered to answer questions regarding the Financial Reports in the Board package.
- **B.** General Manager/Operations Report: Mr. Poole reported he had been working with a high school student to update the District website. It should be up and running in the next few weeks. Mr. Poole announced that the balance of his report would be covered under the Informational Items.
- C. <u>Water and Wastewater Operations Report November 2016:</u> Mr. Poole announced that these reports would be deferred due to their transfer to the new computer system.

#### IV. ATTORNEY'S REPORT

None

#### V. AD HOC COMMITTEES

- **A.** <u>Finance</u>: Director Brecht reported that the Committee had asked Dudek to look at water quality issues relative to the proposed reservoir consolidation. How much money is needed and when? Related engineering questions were referred to the Operations and Infrastructure Committee, and legal issues will be addressed in closed session. The Finance Committee also asked Dudek to do an analysis of the demand forecast under SGMA constraints by 2020. Their draft analysis has been submitted to Raftelis for a forecast of water rates. Both studies will be presented to the Board in January.
- **B.** Executive: President Hart reported the Committee was continuing to work with the County on the GSA process. Hopefully Jim Bennett and member(s) of his staff will attend one of the January BWD meetings and make a presentation. Mr. Poole reported that the Borrego Water Coalition had appointed four members to the Citizens Advisory Committee: Berkley, McGrory, Himmerich and Hall.
- C. Operations and Infrastructure: Director Delahay reported that the Committee had discussed the demolition of the 800 Tank and remodel of the 900 Tank. Well 4 is in the final stages of retrofit. The Committee talked about a possible grant application for a new well.
- **D.** <u>Personnel:</u> President Hart reported that supervisory performance guidelines would be discussed in closed session.
- **E.** <u>Public Outreach:</u> This report was covered previously, regarding the Citizens Advisory Committee appointment.

#### VI. INFORMATION ITEMS

A. ACWA Fall Conference: Director Ehrlich reported that the ACWA Fall Conference featured an interesting mock trial and also included a prediction that insurance rates would increase by seven to eight percent, although ACWA is trying to hold them down. Mr. Poole distributed a written report regarding his experiences at the conference, where he attended workshops on water demand, water rights and GSPs. Water demand needs to be considered in budget planning. In the water rights session, an attorney spoke about why water transfers are not happening as often as they should. As for GSPs, there were extended discussions about GSP funding as opposed to GSA. Mr. Poole discussed the subject with representatives from the Center for Collaborative Policy (CCP), which is providing BWD's GSP facilitator, and was assured that BWD is accounting for the two activities appropriately. They also discussed the \$56,000 budget allotted BWD for the facilitator, and the fact that there is a pre-existing charge of \$10,000, the reason for which was not clear. Director Brecht asked that Mr. Poole make it clear to CCP that the Board assumes it has a balance of \$56,000, and Mr. Poole agreed to investigate and report back.

- **B.** 900 Tank Design: Mr. Dale explained that after concluding that replacement of the 800 Tank with a failed liner on the same site proved to be too expensive, staff decided to build a new tank 200 feet away and 2,000 feet higher, on the site of the existing 900 Tank now used for nonpotable water. A larger tank will be constructed and a booster station removed. The cost will be significantly lower (a savings of approximately \$125,000), and a categorical exemption from CEQA is anticipated. Plans are nearly ready to be submitted to the State Water Resources Control Board for approval, and then the project can go out to bid. The new tank can be connected to Wells 10, 12 and 16. Director Ehrlich asked whether all the facilities involved were on existing easements, and Mr. Dale pointed out that the old 800 Tank will be demolished and the land returned to natural desert. The demolition will be a separate project. Director Ehrlich requested cost estimates for the new construction, demolition and environmental assessment. President Hart asked Mr. Poole to convey the Board's thanks to Greg Holloway for his work on this project.
- **C.** Review of new BWD Water Bills: President Hart reminded staff that she had requested two changes in the monthly water bills: the number of units over sustainable rate and a 13-month usage history instead of the current 12-month.
- **D.** 2018 Statewide Water Bond Update: Director Brecht reported that he, Director Ehrlich and Mr. Poole met with Jerry Merrill, a bond writer who is proposing a \$25 million water bond measure including an earmark for Borrego Springs. The tentative cost for the bond writer and signature gathering would be \$100,000, to be shared 40 percent each by BWD and the agricultural industry and 20 percent by the recreation industry. The Board will need to decide by January or February if they want to participate. President Hart explained that she had formed a Legislative Committee comprised of Directors Brecht and Ehrlich, which will address bond issues and should be included in the next Agenda. This would normally be handled by the Finance Committee, but since a Rams Hill Community Facilities District bond is involved and Finance Committee member Director Tatusko lives in Rams Hill, there is a conflict of interest. Rick Alexander reported that Mr. Merrill has an outstanding reputation and success record as a bond writer.
- **E.** <u>Grant Funding Update Prop One & USDA:</u> Director Tatusko recommended that Mr. Poole and Mr. Dale review the Proposition One grant application already submitted for use as a template for future applications.
- **F.** <u>Timeline/Calendar:</u> President Hart reported that the Executive Committee met with representatives of Borrego Springs Resort and Club Circle Golf Course Manager Bob Moore to discuss the future of the golf course.

President Hart reported that Esmeralda Garcia had suggested purchasing I-pads for each Board member and putting the Board package on them to reduce the volume of paper used. She asked staff to follow up with a cost estimate and projected savings.

#### VII. CLOSED SESSION

### **A.** Personnel – PUBLIC EMPLOYEE PERFORMANCE EVALUATION Title: General Manager

California Government Code section 54957

**B.** Conference with Legal Counsel – Existing Litigation Pursuant to Government Code Section 54956.9(d)(1): Case No. 37-2010-00053928-CU-OR-NC; Case No. 37-2010-00054709-CU-OR-NC; Case No. 37-2013-00034879-CU-OR-CTL: Legal Counsel: Warren Diven, Best Best & Krieger LLP

The Board adjourned to closed session at 10:55 a.m., and the open session reconvened at 12:10 p.m. There was no reportable action on the personnel matter. As to the conference with legal counsel, the Board gave direction to counsel.

#### VIII. CLOSING PROCEDURE

- $\textbf{A.} \;\; \underline{\textbf{Suggested Items for Next Agenda:}} \;\; \textbf{These were covered during previous discussions.}$
- **B.** The next Meeting of the Board of Directors is scheduled for January 17, 2017 at the Borrego Water District.

There being no further business, the Board adjourned at 12:10 p.m.

#### **BORREGO WATER DISTRICT**

#### BOARD OF DIRECTORS MEETING – JANUARY 25, 2017

#### AGENDA BILL II.A

January 19, 2017

TO: Board of Directors, Borrego Water District

FROM: Geoff Poole, General Manager

SUBJECT: Approval of Request for Proposal for WWTP Tertiary Plant Upgrade Assessment – D.

Dale

**RECOMMENDED ACTION:** Approve RFP and authorize Staff and D Dale to publish, as amended, if

needed.

#### **ITEM DESCRIPTION:**

At the Special Board Meeting held on 1-17-17, David presented a Draft RFP assess the feasibility of upgrading the Borrego WWTP to tertiary treatment levels. The attached draft RFP incorporates the comments received. David will present again at the 1-25-17 meeting to present the new RFP to the Board, answer any questions and make changes if needed.

**FISCAL IMPACT:** This expenditure will be covered by a Grant from the State of California up to \$75,000

**ATTACHMETS: Draft RFP** 

# Request for Proposal

# For A Recycled Water Feasibility Assessment for Borrego Water District

Borrego Water District 806 Palm Canyon Drive Borrego Springs, CA 92004 760-767-5806 760-767-5994 (fax)

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#### I. Introduction

Borrego Water District (BWD) has received a grant to complete a recycled water assessment. The community of Borrego Springs is completely surrounded by the Anza-Borrego Desert State Park and plays host to hundreds of thousands of park visitors throughout the year. The community's population ranges from less than 3,000 in summer months to over 8,000 in the height of the winter season. The northern portion of the community is almost entirely dedicated to agricultural production. About 4,000 acres are actively involved in the production of citrus and nursery stock, such as date palms.

The Borrego Water District (District) provides water and wastewater services to the rural unincorporated community of Borrego Springs. The community is supplied domestic water service from the Borrego Valley Groundwater Basin (BVGB) which has been determined by the California Department of Water Resources to be in a "critical overdraft" status. The District is in the process of developing a Groundwater Sustainability Plan under provisions outlined in the Sustainable Groundwater Management Act of 2014. In accordance with this new law, the BVGB will be required to reduce groundwater extractions by 70% to achieve sustainability. It is anticipated that these reductions will come from a variety of conservation measures, including water reuse.

The District has operated the Rams Hill Water Reclamation Plant since the early 1980's. This plant, originally designed to treat effluent to tertiary levels with a capacity of 0.25 million gallons per day (MGD), has never had enough flow to justify the increased expense of engaging the tertiary portion of the original plant design. Instead, the average daily flow of less than 0.07 MGD during high season has been treated to secondary standards and the resulting effluent is presently evaporated in the two adjacent evaporation ponds. Only 20 percent of BWD's customers are connected to the sewer collection system. The remainder utilize septic systems.

The District wishes to prepare an assessment to determine the feasibility of recycling water. The main purpose of the proposed assessment is to assess the institutional, regulatory, technical, and financial opportunities and challenges associated with recycled water project(s) at the Rams Hill reclamation plant, and package plants strategically located within the District Boundaries.

The assessment will be prepared to develop a recycled water concept that will be supported by the stakeholders. The assessment will include a cost estimate, a description on how the project(s) will be constructed, a realistic implementation schedule and funding sources. Alternate strategies will be evaluated, taking into consideration related regional initiatives, regulatory approval pathways, water rights and other institutional issues, and cost implementations.

#### II. Recycled Water Assessment Area

Borrego Water District is a community water system formed in 1962 by an election of the landowners in Borrego Valley as a public agency under the California Water District Act of the Water Code. The purpose of the agency is to provide water, sewer, and flood control services within its service area. The Borrego Water District is located in Borrego Springs, CA in San Diego County. Borrego Water District acquired neighboring Borrego Springs Water Company in 1997 and in 2009 consolidated with Borrego Springs Park Community Services District.

Borrego Water District is now comprised of five Improvement Districts. Borrego Water District operates water facilities in four pressure zones:

- 1. 800 feet Served by ID3 and includes the Deep Well Trail subdivision, the Rancho Borrego area, and La Casa del Zorro Resort.
- 2. 880 feet Served by ID4 and includes the previous Borrego Springs Water Company, the majority of the Borrego Springs community, and the newly incorporated Borrego Springs Park Community Services District area.
- 3. 900 feet Served by ID1 and includes the Rams Hill subdivision.
- 4. 1,000 feet Served by ID1 and includes the Rams Hill subdivision.

The district maintains trunk sewer lines to Rams Hill, Borrego Ranch, the Elementary School and seven miles along Palm Canyon Drive, serving the commercial center of Borrego Springs.

The existing sewer service area includes the Towncenter Sewer Collection system, Club Circle, and the Ram's Hill community, both located within the Borrego Water District (BWD) boundaries (See Figure 1, identified as Sewer Service Areas). The report will include the feasibility of connecting residences currently using septic systems, using package wastewater plants located within the BWD boundaries for cost efficiency and location of end use. Another alternative is to connect all residences to a central sewer

collection via a conveyance system to the treatment plant, different methods for treating to Title 22 standards for recycled water at the existing wastewater treatment plant, the various routes of recycled water transmission mains, and evaluating the costs for the various alternatives.

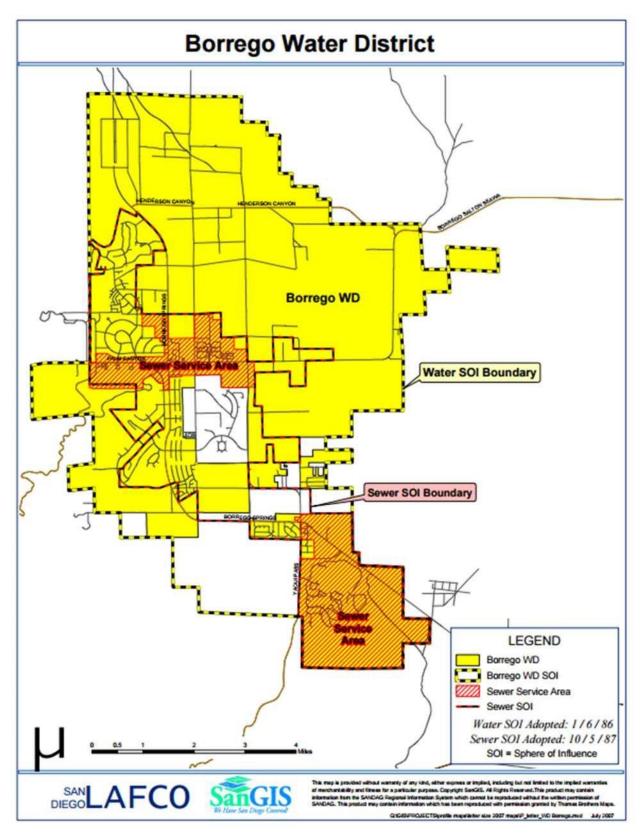


Figure 1 - BWD Sewer Service Areas

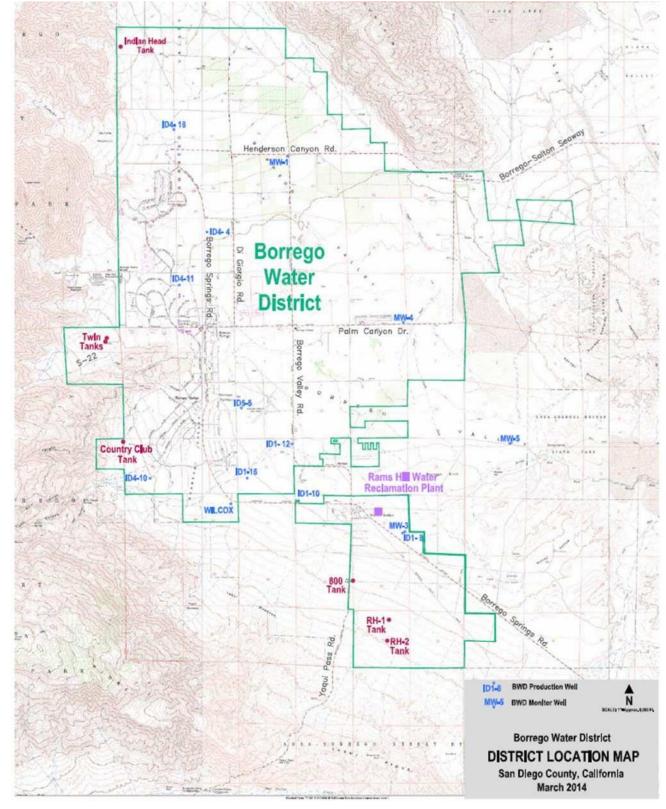


Figure 2 - BWD District Location Map

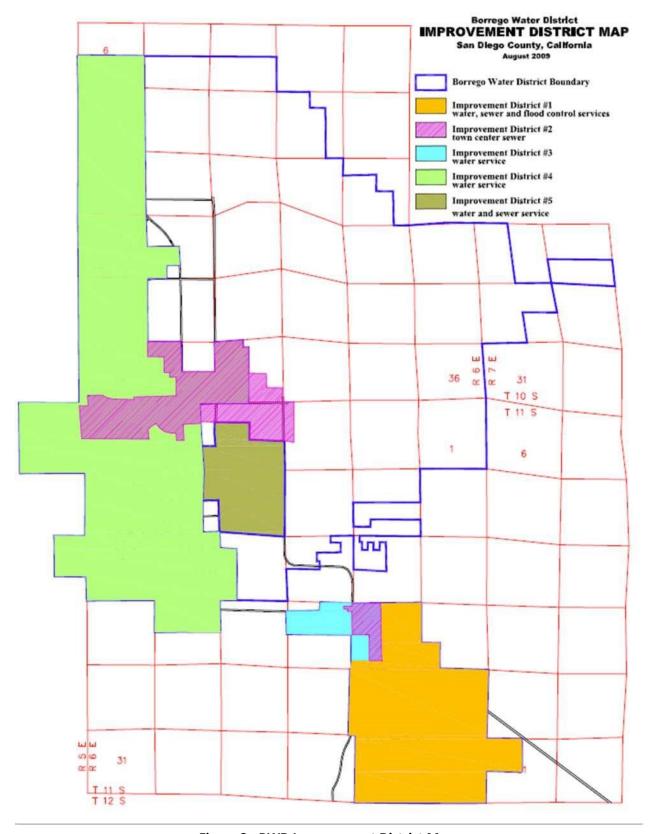


Figure 3 - BWD Improvement District Map

#### III. Existing Wastewater Treatment Facilities

The Rams Hill wastewater treatment facility is located at 4861 Borrego Springs Road. The wastewater treatment facility was designed for tertiary treatment, to return recycled water to the Rams Hill Golf Course for use in irrigation. The treatment processes that are currently in place are for the permitted discharge requirements set by the Regional Water Quality Control Board.

The existing wastewater treatment facilities (WWTF) includes a comminutor, parshall flume, grit chamber, an oxidation ditch, two secondary clarifiers, a flow equalization basin, three evaporation-percolation ponds, and sludge drying beds. The WWTF has a design capacity of 250,000 gallons per day (gpd).

Current flows into the Facility average approximately 68,000 gpd. During the summer, flows average approximately 20,000 gpd. The peak day flow is 93,000 gallons. Effluent from the treatment Facility is discharged to evaporation/percolation ponds. Sludge from the Facility is discharged to on-site drying beds for stabilization. The sludge is removed every four to five years for off-site disposal at a waste management facility approved by the Regional Board. The total treatment capacity of the WWTF is 250,000 gallons per day.

The WWTF services approximately 20 percent of the community of Borrego Springs. Specifically, it serves the Rams Hill residential community and the Town Center area, which includes hotels, a motel, and small business along Palm Canyon Drive. The remaining 80 percent of Borrego Springs is serviced by individual septic tank-subsurface disposal systems.

#### IV. Stakeholder Participation

Stakeholders include all of the Borrego Valley water users and other agencies.

Specifically, the BWD water and sewer customers in ID-1, ID-2, ID-3, ID-4 and ID-5, the Rams Hill community, the Deep Well Trail subdivision, La Casa del Zorro Resort, local resort operators, local farmers, the Borrego Water Coalition, the Borrego Valley Groundwater Sustainability Plan stakeholders, the Golf Course Association of Borrego Valley (GOLF), the Agricultural Alliance for Water And Resource Education (AAWARE), the Borrego Springs Community Sponsor Group, the Borrego Stewardship Council, the Tubb Canyon Desert Conservancy, the University of California Irvine - Steel/Burnand Desert Research Center, the Desert Resource Council, County of San Diego Department of Planning and Development Services, County of San Diego Department of Environmental Health, County of San Diego Department of Public Works Flood Control Division, County of San Diego Board of Supervisors 5th District, Resource Conservation District of Greater San Diego County, Regional Water Quality Control Board Colorado River Basin, State Water Resources Control Board Department of Drinking Water, California Department of Water Resources, California Department of Parks and Recreation, California Department of Fish and Game, U.S. Geological Survey, U.S. Bureau of Reclamation, U.S. Army Corps of Engineers, U.S. Environmental Protection Agency, the BWD board of directors, BWD staff and other agencies. BWD will hold public meetings and encourage stakeholder input into the assessment.

#### V. Project(s) Description

The assessment shall include all components in the scope of work, as a minimum. The District encourages the consultants to expand on the scope to achieve further progress toward the District goals presented in the introduction above. It is requested that each consultant provide its recommendations for inclusion in the Assessment.

The District also encourages consultants to review Proposition 1, Recycled Water Program Guidelines prior to development of its recommended scope of services.

#### VI. Consultant Compensation

Consultants shall provide fee breakdown with its proposal.

#### VII. Submittal of Qualifications

Interested and qualified firms are require to submit their proposal along with qualifications (one electronic, one unbound original and four bound copies) to the Borrego Water District. The information shall be submitted and organized in the following manner:

- A. Title Page
- B. Table of Contents
- C. Cover Letter
- D. Consultant's Scope of Services
- E. Similar Project Experience provide a description of your firm's experience and approach to similar projects (4 pages maximum) together with references, including:
  - a. General description of services
  - b. Year(s) services were provided, and
  - c. Name, address, and telephone number of contact person.
- F. List municipal references for which similar work has been done within the last five years including:
  - a. General description of services provided
  - b. Year(s) services were provided
  - c. Name, address, and telephone number of contact person
- G. List proposed staff, include resumes of staff that would be assigned to work on the project and their responsibilities. Designate the project manager.
- H. Include staff labor hour estimates consistent with the specified compensation amount.
- Schedule a detailed project schedule shall be provided and shall include project tasks and associated timelines presented in the consultant's scope of services section discussed above.

#### VIII. Special Conditions

- A. The District reserves the right to reject any or all proposals, or to waive any irregularities or informalities in any qualifications or in the selection process.
- B. Disadvantaged Business Enterprises (DBE) Minority Business Enterprises (MBE) and Women Business Enterprises (WBE) and Veteran Owned Businesses (VOB) are encouraged to participate.
- C. Joint ventures will be approved as long as one firm is named as the prime contract party and the contract contains language that binds all parties. The firm will agree to indemnify, defend, and hold harmless the District, its employees, the District, and agents from any and all loss where loss is caused or incurred or alleged to be caused or incurred in whole or in part as a result of the negligence other actionable fault of the firm, its employees and agents.
- D. The firm agrees to procure and maintain insurance throughout the duration of this agreement.

#### IX. Selection Procedure

Proposals will be reviewed by the District. The proposals will be ranked based upon the materials submitted. An interview of the most qualified consultants may be conducted if deemed necessary. The contract will be awarded based on the proposal and the firms demonstrated competence and qualifications for the type of services to be performed.

BWD will open contract negotiations with the top-ranked firm. BWD reserves the right to waive informalities and to contract with multiple firms or reject all proposals at its sole discretion. Consultants are encouraged to keep their proposals brief and relevant to the specific work required.

#### X. District Contact

Prior to March 3, 2017, please direct all questions to:

Geoff Poole General Manager

Phone: (760) 767-5806

Email: geoff@borregowd.org

Submit one (1) electronic, one (1) unbound original and four (4) bound copies of the Proposal prior to 3:00 p.m. on April 10, 2017. Proposal shall be addressed to:

Attn: Geoff Poole Borrego Water District 806 Palm Canyon Drive Borrego Springs, CA 92004

#### XI. State Water Resources Control Board Approved Scope of Services

The major tasks included in the scope of work are:

- Task 1 Market Assessment and Supply Availability
- Task 2 Alternatives Analysis and Recommended Project(s)
- Task 3 Environmental Checklist
- Task 4 Legal and Institutional Issues
- Task 5 Implementation/Financing Plan
- Task 6 Report Preparation
- Task 7 Project Coordination and Management

**Task 1:** A Kickoff meeting with the District and consultant will be held to review and refine the work program and schedule, identify critical milestones, and determine appropriate paths of communication. Coordinate with local agencies and stakeholders and start building support for the project with workshops conducted bi-monthly. Document the water resources within District Boundaries as it pertains to implementing recycled water project(s). Collect water quality data in the wastewater effluent stream.

Determine possible end-users and cost/acre-foot of water to treat. Confirm types of demand and user's willingness to use recycled water. Conduct additional interviews with potential users to confirm interest, water quality requirements and preferences. Refine demand estimates, based on coordination with end-users, with a focus on those with greatest potential demands.

**Task 2:** Asses the current regulatory setting and identify constraints and opportunities to be considered in the development of alternative projects. Develop alternatives with cost estimates to be evaluated with input from the Advisory/Stakeholder group. Identify required infrastructure. Spreadsheet or hydraulic modeling software will be used to determine required pumping capacity and pipeline diameters for the distribution system alternatives. Cost estimates will be based on a feasibility-level, and will be used to compare the relative costs of each alternative and select the most cost effective alternative. The tools developed by the SWRCB at the following link will be used:

http://www.waterboards.ca.gov/water\_issues/programs/grants\_loans/water\_recycling/ec on analysis tskfrce.shtml

Evaluate the alternatives identified and gain concurrence on the baseline project(s).

**Task 3:** Prepare an environmental checklist. The Recommended Project(s) will be evaluated for effect on physical factors (including natural resources and the local watershed), biological (including impacts to endangered or threatened species), social (including public safety and health), historical/cultural resources, and economic factors, including the levels of significance. Analyze the project(s) for the following potential:

- 1) Improve the quality of groundwater
- 2) Improve flow conditions of natural stream channels

3) Provide water or habitat for threatened or endangered species Specific issues that are anticipated to be reviewed in the feasibility assessment include the benefits of offsetting groundwater and surface water use with recycled water use, and the benefits of any environmental uses of recycled water identified in the Market Assessment and Supply Availability analysis.

#### Deliverables

- Environmental checklist (Table in Word Document format), included in the Report
- Summary of Environmental Checklist to be incorporated into the Report

As required by SWRCB's guidelines, effects on new or expanded water supplies, natural watercourse, aquifer withdrawals, Federal water supply facilities and/or wastewater facilities will be included in this task for the analysis of the Recommended Project(s).

- Task 4: Identify and review all legal and institutional issues that may hinder the project(s).
- **Task 5:** Develop a detailed Implementation/financing plan and incorporate it into the report.

**Task 6:** Document the recommended project(s) plan. Prepare a facilities plan feasibility assessment in accordance with Appendix B of the Water Recycling Funding Program (Guidelines, July 2008) Deliverables:

- Cost Estimate for each Alternative in Excel spreadsheet format
- Alternative facilities in GIS based mapping format
- Summary of Alternatives Descriptions and Economic Analysis to be incorporated into the Project(s)

#### Report

- Summary of Recommended Project(s) to be incorporated into the Report
- Recommended project(s) facilities in GIS based mapping format
- Detailed Cost Estimate for Recommended Project(s) in Excel spreadsheet format

Task 7: Project Coordination and Management

#### XII. Scope of Work Requirements

- A description of the recycled water service area that will be studied
- The potential sources of recycled water and a summary of the unit processes currently in use at the existing treatment facilities
- A description of the current disposal/reuse of the wastewater that is proposed to be recycled
- A map of the assessment area showing the sources of recycled water and potential service area(s) (See Figure 1, 2 and 3)

- Identification of the water and wastewater agencies having jurisdictions over the sources of recycled water and/or the potential service area
- A general description of water recycling and potable water supply alternatives that will be evaluated
- A description of the opportunities for stakeholder participation, for example, public meeting with the local community members, potential recycled water users, and other agencies that have a stake in the assessment
- A schedule with the start and completion dates of major tasks associated with the facilities planning assessment
- Proposed project(s) timeline or schedule
- A list of potential problems that may cause delay in the progress of the assessment and description
  of their roles. This may include a description of the proposed actions to reduce the impact of these
  potential problems
- Identification of the entities that will be conducting the assessment and description of their roles. This
  may include a description of proposed subcontracts with consultants or interagency agreements with
  other agencies, and any force account work
- Proposed budget for the assessment, including estimated costs of specific tasks

#### **BORREGO WATER DISTRICT**

#### BOARD OF DIRECTORS MEETING – JANUARY 17, 2017

#### AGENDA BILL II.B

January 19, 2017

TO: Board of Directors, Borrego Water District

FROM: Geoff Poole, General Manager

SUBJECT: Setting BWD Special Board Meeting Date for February and March 2017- G Poole

**RECOMMENDED ACTION**: Adopt Resolution to change February and March Special Meeting dates to February and March 14, 2017.

**ITEM DESCRIPTION**: Due to the calendar configuration this year caused by the leap year and the day of the week the 1<sup>st</sup> falls upon, the need exists to reschedule the February and March Special Board Meeting dates to February 14<sup>th</sup> and March 14<sup>th</sup>. The attached Resolution enacts the change.

FISCAL IMPACT: None

**ATTACHMENTS**: Resolution 2017-01-01 changing February and March Special Meeting Dates

#### **RESOLUTION NO. 2017-01-01**

# RESOLUTION OF THE BOARD OF DIRECTORS OF THE BORREGO WATER DISTRICT REVISING THE SCHEDULE OF REGULAR MEETINGS

- **WHEREAS,** on June 14, 1983, this Board of Directors adopted Ordinance No. 83-1 establishing the Administrative Code of the Borrego Water District ("Administrative Code") pursuant to the specific and implied grants of authority in Division 13, commencing with Section 34000, of the Water Code of the State of California to serve in part as the Bylaws of the Borrego Water District as required by Section 35300 et seq. of the Water Code; and
- **WHEREAS,** Section 4.1.1 of the Administrative Code as adopted by Ordinance No. 83-1 established a schedule of the regular meetings of the Board of Directors; and
- WHEREAS, on February 28, 2007 the Board of Directors adopted Ordinance No. 07-1 amending Section 4.1.1 of the Administrative Code governing the date and time of regular meetings of the Board of Directors to read: "4.1.1 Regular Meetings. Regular meetings of the Board shall be held pursuant to such schedule as the Board may adopt by Resolution from time to time. In the event the regular meeting date falls on a holiday designated in Section 6700 of the Government Code, a regular meeting of the Board of the cancellation of a regular meeting or meetings may be made by a majority vote of the members of the Board at least fifteen (15) days prior to the change or cancellation. A determination to change or cancel a regular meeting must be made at a regular or special meeting of the Board;" and
- **WHEREAS,** the Board of Directors adopted Resolution 2007-2-1 on February 28, 2007 setting its regular board meetings at 9:00 a.m. on the second and fourth Wednesday of each month.
- **WHEREAS**, the Board of Directors Adopted Resolution 2008-9-03 on September 24, 2008 setting its regular board meetings at 9:15 a.m. on the fourth Wednesday of every month.
- **WHEREAS**, the Board of Directors adopted Resolution 2011-02-01 on February 15, 2011 setting its regular meetings at 9:00 a.m. on the fourth Wednesday of the month.
- **WHEREAS,** pursuant to Ordinance 07-1, the Board of Directors desires to revise the schedule for its regular meetings.
- **NOW, THEREFORE,** the Board of Directors of the Borrego Water District does hereby resolve, determine and order as follows:
- Section 1. The Board of Directors of the Borrego Water District shall hold its regular meetings at 9:00 a.m. on the fourth Wednesday of each month.
- Section 2. The Board of Directors of the Borrego Water District shall hold its special meetings at 9:00 a.m. on the third Tuesday of each month.
- Section 3. Notwithstanding Section 2, above, the Special meetings of the Board of Directors of the Borrego Water District for the months of February 2017 and March 2017 shall be held on the second Tuesday for the Month of February (February 14<sup>th</sup>, 2017) and the Second Tuesday of March (March 14<sup>th</sup>, 2017).

#### **ADOPTED, SIGNED AND APPROVED** this 25<sup>th</sup> day of January, 2017.

			President of the Board of Directors of Borrego Water District
ATTEST:			
Secretary of Borrego		d of Directors trict	
STATE OF	CALIFO	RNIA ) ) ss.	
COUNTY	OF SAN D	DIEGO )	
hereby cer	tify that tha a regular m	ne foregoing r	of the Board of Directors of the Borrego Water District, do esolution was duly adopted by the Board of Directors of said the 25 <sup>h</sup> day of January, 2017, and that it was so adopted by the
AY	ES:	DIRECTOR	i:
NC	ES:	DIRECTOR	d:
AB	SENT:	DIRECTOR	y:
AB	STAIN:	DIRECTOR	<b>!:</b>
			Secretary of the Board of Directors of Borrego Water District

STATE OF CALIFORNIA	)
	) ss.
COUNTY OF SAN DIEGO	)

I, Joseph Tatusko, Secretary of the Board of Directors of the Borrego Water District, do hereby certify that the above and foregoing is a full, true and correct copy of RESOLUTION NO. 2017-01-01, of said Board, and that the same has not been amended or repealed.

Dated:

Secretary of the Board of Directors of Borrego Water District

#### **BORREGO WATER DISTRICT**

#### BOARD OF DIRECTORS MEETING – JANUARY 17, 2017

#### AGENDA BILL II.C

January 19, 2017

TO: Board of Directors, Borrego Water District

FROM: Geoff Poole, General Manager

SUBJECT: Support for Stewardship Council Spring Forum – L Brecht

**RECOMMENDED ACTION**: Discuss providing financial support of \$500 to the Borrego Stewardship Council Spring Forum.

**ITEM DESCRIPTION**: The Borrego Stewardship Council is planning its 2017 Spring Forum for March 24<sup>th</sup> (information attached), in which water sustainability will be the main focus. Director Brecht would like to discuss the possibility of BWD providing a \$500 contribution to the Stewardship Council to help offset the costs of the event.

FISCAL IMPACT: \$500 one-time payment

**ATTACHMENTS**: None

# Item IIIA Financials

	C	D	СВ	CC	CD	CE
1	BWD		06/09/16			
2	CASH FLOW		ADOPTED	Actual	Projected	Actual
3	2016-2017		BUDGET	November	November	YTD
4			2016-2017	2016	2016	2016-2017
5	REVENUE		2010-2017	2010	2010	2010-2017
6	WATER REVENUE		-			
7	Residential Water Sales		1,149,431	77,232	100,800	513,114
8	Commercial Water Sales		160,956	38,042	13,024	89,625
9	Irrigation Water Sales		176,219	22,294	15,872	113,182
10	GWM Surcharge		145,959	14,883	12,510	76,702
11	Water Sales Power Portion		463,059	41,995	40,474	213,956
12	TOTAL WATER COMMODITY REVENUE:		2,095,624	194,446	182,680	1,005,898
13						.,,
14	Readiness Water Charge		997,818	86,753	84,682	454,327
15	RH Golf Course surplus capacity lease		0	0	0	-
16			0	0	0	_
18	Reconnect Fees		2,380	0	340	340
19	Backflow Testing/installation		6,500	0	0	-
20	Bulk Water Sales		0	287	0	310
21	Penalty & Interest Water Collection		10,000	6,140	840	17,209
22	TOTAL WATER REVENUE:		3,112,323	287,626	268,542	1,478,084
23		Receivables				
24	PROPERTY ASSESSMENTS/AVAILABILITY CHARGES	as of 12/06/16	-			
25	641500 1% Property Assessments	56,017	65,000	1,852	1,852	4,124
26	641502 Property Assess wtr/swr/fld	100,567	106,212	985	985	985
28	641501 Water avail Standby	73,292	82,467	4,011	4,011	5,101
30	641504 ID 3 Water Standby (La Casa)	31,388	33,722	532	532	686
31	641503 Pest standby	16,548	17,885	86	86	215
32	TOTAL PROPERTY ASSES/AVAIL CHARGES:	277,813	305,286	7,465	7,465	11,112
33						
34	SEWER SERVICE CHARGES					
-	Town Center Sewer Holder fees		393,398	18,199	18,199	87,131
-	Town Center Sewer User Fees		103,158	6,773	6,773	38,668
_	Sewer user Fees		256,294	22,317	20,000	113,698
	Penalty Interest-Sewer			0	0	2,985
-	TOTAL SEWER SERVICE CHARGES:		752,850	47,288	44,972	242,482
42						
_	OTHER INCOME		200			
47	Miscellaneous Income (net csd fee)			113	0	5,270
	Water Credits income/Gain on Asset Sold			0	0	500
52			49	0	0	32
53	TOTAL OTHER INCOME:		49	113	0	5,803
54	TOTAL INCOME.		4 480 80-	0.40.400		
55			4,170,507	<u>342,493</u>	320,979	1,737,480
56						
$\overline{}$	CASH BASIS ADJUSTMENTS					
-	Decrease (Increase) in Accounts Receivable			40,008		(31,135)
_	Deposits			1,200		(6,660)
_	Other Cash Basis Adjustments	3 8				-
	TOTAL CASH BASIS ADJUSTMENTS:			41,208		(37,795)
63						
64	TOTAL INCOME RECEIVED:		<u>4,170,507</u>	<u>383,701</u>	320,979	1,700,366

	CI	CJ I	CK	CL	CM	CN	СО	CP	CQ
1									
2	Actual YTD	PROJECTED							
3	and Projected	CASH FLOW	December	January	February	March	April	May	June
4		2016-2017	2016	2017	2017	2017	2017	2017	2017
5				-					
6									
7	1,143,137	630,023	87,998	65,824	77,413	73,935	110,297	88,194	126,362
8	179,757	90,132	12,272	10,643	11,788	12,111	16,772	13,421	13,125
9	200,592	87,410	11,698	6,674	8,685	9,876	16,557	15,174	18,746
10	157,156	80,455	10,828	8,006	9,625	9,549	14,139	14,155	14,155
11	464,912	250,955	35,033	25,900	31,139	30,893	43,667	41,265	43,058
12	2,144,873	1,138,975	157,829	117,047	138,650	136,364	201,431	172,208	215,446
13									
14	1,048,720	594,393	84,492	84,087	85,163	85,163	85,163	85,163	85,163
15	-	0	0	0	0	0	0	0	0
16	_	0	0	0	0	0	0	0	0
18	1,700	1,360	680	0	0	340	0	340	0
19	6,500	6,500	0	0	6,500	0 -	0	0	0
20	310	0	0	0	0	0	0	0	0
21	23,029	5,820	830	840	830	830	830	830	830
22	3,225,132	1,747,049	243,831	201,974	231,143	222,697	287,424	258,541	301,439
23									
24									
25	65,108	60,984	22,080	10,235	1,107	2,102	15,638	9,622	200
26	105,089	104,104	5,709	49,490	594	693	1,056	46,262	300
28	82,602	77,501	24,675	26,716	2,542	3,015	3,732	14,821	2,000
30	33,341	32,655	3,738	14,464	151	889	396	12,527	490
31	17,840	17,625	3,184	7,044	311	416	651	5,498	523
32	303,980	292,869	59,386	107,949	4,705	7,114	21,472	88,729	3,513
33									
34									
35	214,521	127,390	18,199	18,199	18,199	18,199	18,199	18,199	18,199
36	86,081	47,413	6,773	6,773	6,773	6,773	6,773	6,773	6,773
37	253,698	140,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
39	2,985	0	0	0	0	0	0	0	0
41	557,284	314,803	44,972	44,972	44,972	44,972	44,972	44,972	44,972
42									
43					_		-	-	
47	5,270	0	0	0	0	0	0	0	0
48	500	0	0	0	0	0	0	0	0
52	64	32	0	0	0	0	16	0	16
53	5,835	32	0	0	0	0	16	0	16
54	4 000 000	2 254 750	240 400	254.005	200 000	074 700	250.004	202.245	0.40.000
55	4,092,232	2,354,752	348,189	354,895	280,820	274,783	353,884	392,242	349,939
56						1			
57									
58	(31,135)								
60	(6,660)								
61	-								
62	(37,795)								
63									
64	4,055,118	2,354,752	348,189	354,895	280,820	274,783	353,884	392,242	349,939

П	C	D	СВ	CC	CD	CE
1	BWD		06/09/16			
2	CASH FLOW		ADOPTED	Actual	Projected	Actual
3	2016-2017		BUDGET	November	November	YTD
4	EVDENOCO		2016-2017	<u>2016</u>	<u>2016</u>	<u>2016-2017</u>
65 66	<u>EXPENSES</u>		- 51145			
	MAINTENANCE EXPENSE		-			
	R & M Buildings & Equipment		185,000	2,763	15,500	58,029
_	R & M - WWTP		150,000	5,754	12,500	18,365
_	Telemetry		10,000	0	840	2,715
	Trash Removal Vehicle Expense		4,000 18,000	298 136	310 1,500	1,492 12,018
_	Fuel & Oil		25,000	4,549	2,100	8,874
	TOTAL MAINTENANCE EXPENSE:		392,000	13,501	32,750	101,493
75			354			
	PROFESSIONAL SERVICES EXPENSE					
_	Tax Accounting (Taussig) Administrative Services (ADP/Bank Fees)		3,000	0	0	2,596
	Audit Fees		3,500 14,995	199 4,813	500 4,998	1,033 14,439
	Computer billing		12,000	4,013	4,990	2,359
81	Consulting/Technical/Contract Labor		1,200	0	100	-,-50
	Engineering		35,000	6,108	3,000	24,031
	District Legal Services		30,000	589	2,500	3,916
-	Testing/lab work Regulatory Permit Fees		12,000	850	1,000	3,743
	TOTAL PROFESSIONAL SERVICES EXPENSE:		46,000 157,695	135 12,693	20,000 32,098	2,774 54,891
87	The state of the s		107,030	12,033	32,030	J <del>-1</del> ,031
	INSURANCE/DEBT EXPENSE		135			
_	ACWA Insurance		60,000	0	0	25,246
	Workers Comp		16,800	0	0	3,993
_	COP 2008 Installment Viking Ranch Debt Payment		253,113 143,312	0 35,831	0 35,828	200,688 71,740
	TOTAL INSURANCE/DEBT EXPENSE:		473,225	35,831	35,828	301,667
94				00,001	00,020	001,001
$\overline{}$	PERSONNEL EXPENSE					
	Board Meeting Expense (board stipend/board secretary)		18,500	1,433	1,690	5,085
	Salaries & Wages (gross) Taxes on Payroll		791,000	71,556	71,356	378,544
	Medical Insurance Benefits		21,300 210,400	217 16,052	1,000 17,200	7,758 103,754
	Calpers Retirement Benefits		171,000	1,561	8,100	103,754
	Salaries & Wages contra account		(18,500)	(1,320)	(1,690)	(4,060)
	Conference/Conventions/Training/Seminars		7,000	0	400	2,715
_	TOTAL PERSONNEL EXPENSE:		1,200,700	89,497	98,056	595,556
104	OFFICE EXPENSE		-			
	Office Supplies	+	18,000	2,322	1,703	14,767
	Office Equipment/ Rental/Maintenance Agreements		40,000	538	1,815	13,293
108	Postage & Freight		15,000	11	181	4,148
	Taxes on Property		2,400	0	147	2,331
	Telephone/Answering Service		8,600	667	717	3,757
$\blacksquare$	Dues & Subscriptions Printing, Publications & Notices		3,600 3,000	0 56	100	881
$\blacksquare$	Uniforms		5,400	346	150 450	218 1,897
	OSHA Requirements/Emergency preparedness		4,000	0	350	1,110
115	TOTAL OFFICE EXPENSE:		100,000	3,940	5,613	44,332
116	LITH ITIES EVERNOR					
$\blacksquare$	UTILITIES EXPENSE  Pumping Floatrigity		250 000	00.000	88 244	406.55
-	Pumping-Electricity Office/Shop Utilities		350,000 25,000	23,938 808	30,311 2,100	136,291 10,792
	Cellular Phone		7,500	0	625	3,575
_	TOTAL UTILITIES EXPENSE:		382,500	24,747	33,036	147,845
122						
123	TOTAL EXPENSES:		2,706,119	180,209	237,381	1,245,784
124						
$\blacksquare$	CASH BASIS ADJUSTMENTS		_			
_	Decrease (Increase) in Accounts Payable Increase (Decrease) in Inventory		-1	(202)		48,795
$\blacksquare$	Other Cash Basis Adjustments			(303)		9,163
$\vdash$	TOTAL CASH BASIS ADJUSTMENTS:			(303)		57,958
130				(333)		57,000
131	TOTAL EXPENSES PAID:		2,706,119	179,906	237,381	1,303,742
132						
	NET CASH FLOW (O&M)		1.464.388	203,795	83,598	396,624

_	CI	Cl	CK	CL	CM	CN	CO	CP	CQ
2	Actual YTD	PROJECTED	Projected	Projected	Projected	Projected	Projected	Projected	Projected
						-			
3	and Projected	CASH FLOW	December	January	February	March	April	May	June
65		2016-2017	<u>2016</u>	<u>2017</u>	<u>2017</u>	<u>2017</u>	<u>2017</u>	<u>2017</u>	<u>2017</u>
66									
67									
68	166,529	108,500	15,500	15,500	15,500	15,500	15,500	15,500	15,500
69	105,865	87,500	12,500	12,500	12,500	12,500	12,500	12,500	12,500
70	8,595	5,880	840	840	840	840	840	840	840
71	3,952	2,460	300	360	360	360	360	360	360
72	22,518	10,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500
73	23,574	14,700	2,100	2,100	2,100	2,100	2,100	2,100	2,100
74	331,033	229,540	32,740	32,800	32,800	32,800	32,800	32,800	32,800
75 76									
77	3,596	1,000	0	0	0	0	0	0	4 000
78	3,033	2,000	250	500	250	250	250	250	1,000 250
79	14,439	2,000	0	0	0	0	0	0	230
80	14,359	12,000	0	0	0	0	0	0	12,000
81	700	700	100	100	100	100	100	100	100
82	45,031	21,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000
83	21,416	17,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500
84	10,743	7,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
85	48,274	45,500	21,000	15,000	1,600	5,500	1,000	900	500
86	161,591	106,700	27,850	22,100	8,450	12,350	7,850	7,750	20,350
87									
88		0.7.000							
89	60,576	35,330	0	0	0	35,330	0	0	0
90 91	16,593	12,600	4,200	0	0	4,200	0	0	4,200
92	253,113 143,396	52,425 71,656	0	0	25.020	52,425	0	0	0
93	473,678	172,011	4,200	0	35,828 35,828	91,955	0	35,828 35,828	4 200
94	413,010	172,011	4,200		35,626	91,955	0	35,626	4,200
95									
96	16,855	11,770	1,680	1,680	1,690	1,680	1,680	1,680	1,680
97	837,919	459,375	65,856	65,856	64,237	67,476	62,618	67,476	65,856
98	24,258	16,500	1,000	5,000	2,400	1,600	1,800	2,200	2,500
99	210,954	107,200	17,200	18,000	18,000	18,000	18,000	18,000	0
100	158,460	56,700	8,100	8,100	8,100	8,100	8,100	8,100	8,100
101	(15,830)	(11,770)	(1,680)	(1,680)	(1,690)	(1,680)	(1,680)	(1,680)	(1,680)
102	6,296	3,581	1,000	600	555	400	300	600	126
103	1,238,912	643,356	93,156	97,556	93,292	95,576	90,818	96,376	76,582
104									
105		40.040	4 000	4.050	4	1			
106 107	24,816 34,958	10,049	1,299	1,250	1,500	1,500	1,500	1,500	1,500
107	12,767	21,665 8,619	4,300 2,100	1,810	4,055	1,500	4,000	1,500	4,500
109	2,331	0,019	2,100	69	2,100 0	75 0	2,100	75 0	2,100
110	8,776	5,019	717	717	717	717	717	717	717
111	4,070	3,189	100	200	134	200	2,360	50	145
112	1,393	1,175	150	150	150	116	150	150	309
113	5,047	3,150	450	450	450	450	450	450	450
114	3,410	2,300	350	300	350	300	350	300	350
115	99,499	55,166	9,466	4,946	9,456	4,858	11,627	4,742	10,071
116									
117									
118	331,027	194,736	26,986	23,849	25,554	25,633	29,714	31,000	32,000
119	25,442	14,650	2,050	2,100	2,100	2,100	2,050	2,200	2,050
120	7,950	4,375	625	625	625	625	625	625	625
121	361,605	213,761	29,661	26,574	28,279	28,358	32,389	33,825	34,675
122 123	2 666 240	1 420 524	107.072	402.070	200 407	205 007	475 404	244 204	470 070
	2,666,318	1,420,534	<u>197,073</u>	<u>183,976</u>	<u>208,105</u>	<u>265,897</u>	<u>175,484</u>	<u>211,321</u>	<u>178,678</u>
124									
125	40 707								
126	48,795								
127 128	9,163								
128	57,958								
130	31,336								
131	2,724,276	1,420,534	197,073	183,976	208,105	265,897	175,484	211,321	178,678
	_,,		,0,0			_00,001		-11,021	,0,0
	4 220 042	024 249	AEA 440	470.040	70 745	9 000	470 400	400 004	171,261
132 133	1,330,842	934,218	<u>151.116</u>	<u>170,919</u>	<u>72,715</u>	8,886	<u>178,400</u>		180,921

	C	D	СВ	CC	CD	CE
1	BWD	- 100	06/09/16			249-1400
2	CASH FLOW		ADOPTED	Actual	Projected	Actual
$\vdash$	2016-2017				-	
3	2010-2017		BUDGET	November	November	YTD
4	NON O 8 M EVDENCES		2016-2017	<u>2016</u>	2016	2016-2017
134	NON O & M EXPENSES Water			31-2-		
136	Twin Tanks, 1970's-inside coating		125,000			
-	Pickup		_			
	Pipeline replacements		35,000		2 500	42,607
-	Pump and Cleaning Well ID4-4-Wells-ID1-12/ID4-4		30,000 150,000	14,609	2,500	10,895
	Booster Station 1 Rehab		40,000	14,003	0	14,609
	New 800 Reservoir		500,000		U	-
	Transmission mains for new 800 Reservoir		100,000	6,476		C 470
	Environmental review for water storage infrastructure	11-3900	50,000	0,470	12,500	6,476
$\overline{}$	Engineering analysis for water storage infrastructure		75,000		15,000	12,346
151			70,000		10,000	12,540
152	TOTAL WATER NON O&M		1,105,000			86,933
	Sewer		1,100,000			
	WWTP-Back up Generator/Portable engine driven trash pump		20,000			00.770
	Transfer Switch		26,000		-	29,773
	Return Pump		20,000 8,500			10,037
167	Fence at ponds WWTP		15,000		0	-
168	Terice at portus vvvv II		15,000		U	-
169	TOTAL SEWER NON O&M		69,500			39,810
$\vdash$			00,000			33,010
	NON-CIP					
	GWM -legal/Miscprop 1 grant/USGS		60,000	4,282	5,000	4,472
173 185	District portion of GSP/Interium General Manager support TOTAL GWM NON O&M		204,000		12,000	47,234
$\Box$			264,000			51,706
	<u>OTHER</u>					
	Air Photo Imagery		10,000			
202			10,000			-
203	TOTAL NON O&M EXPENSES		<u>1.448.500</u>	<u>25,368</u>	<u>47.000</u>	<u>178,449</u>
204						
205	CASH RECAP					
_	Cash beginning of period		3,257,872	3,297,619	3,297,619	3,257,872
	Net Cash Flow (O&M)		1,464,388	203,795	83,598	396,624
	Total Non O&M Expenses		(1,448,500)	(25,368)	(47,000)	(178,449)
209	CASH AT END OF PERIOD		3,273,759	3,476,047	3,334,218	3,476,047
210						
211	RESERVES					
	Debt Reserves		(400,000)	(400,000)		(400,000)
	Working Capital-Water (4 months)		(600,000)	(900,000)		(900,000)
	Contingency Reserves (10% O&M)		(270,000)	(270,000)		(270,000)
	Rate Stabilization Reserves		(480,000)	(480,000)		(480,000)
	Available for Emergency Reserves		928,759	1,426,047	989,218	1,426,047
	Target Emergency Reserves		2,000,000	2,000,000	2,000,000	2,000,000
221	Emergency Reserves Deficit		(1,071,241)	(573,953)	(1,010,782)	(573,953)
222 223	SIGNIFICANT ITEMS	ACTUAL	DPO IECTED			
224	SIGNIFICANT HEND	ACTUAL	PROJECTED			
225						
	Calpers Retirement Benefits	1,561	9 100	/C E20\	4	•
	Office/Shop Utilities & Cellular phones	808	8,100 2,725		1 payment made s/b	
	Omogranop dundes & dendial priories	000	2,120	(1,31/)	Paid twice in Octobe	Г

	CI	CJ	СК	CL	СМ	CN	СО	CP	CQ
1									
2	Actual YTD	PROJECTED	Projected	Projected	Projected	Projected	Projected	Projected	Projected
3	and Projected	CASH FLOW	December	January	February	March	April	May	June
4		2016-2017	2016	2017	2017	2017	2017	2017	2017
134									
135									
136	125,000	125,000				125,000			
137	42,607	0							
140	27,500	16,605	2,500	2,500	2,500	2,500	2,500	2,500	1,605
142	129,609	115,000	25,000		30,000		30,000		30,000
143	40,000	40,000		40,000					
147	500,000	500,000					250,000		250,000
148	106,476	100,000		50,000	50,000				
149	37,500	37,500	12,500	12,500	12,500				
150	59,250	46,904	15,000	15,000	16,904				
151 152	1,067,942	091 000							
$\vdash$	1,007,342	981.009							
153									
155	29,773	0							
165	10,037	0							
166 167	45,000	0			45.000				
168	15,000	15,000			15,000				
169	54,810	15,000							
		10,000							
170	44.470	40.000	F 000	5.000	0.000				
172 173	44,472	40,000	5,000	5,000	6,000	6,000	6,000	6,000	6,000
185	132,234 176,706	85,000 125,000	12,000	12,000	12,000	12,000	12,000	12,000	13,000
	170,700	123,000							
186	40.000	40.000							
201	10,000	10,000				10,000			
202	10,000	10.000	70.000	407.000	444.004				
203	1,309,458	1,131,009	72,000	137,000	144,904	155,500	300,500	20,500	300,605
204									
205 206	2 224 249	2 476 047	2 476 047	2 555 402	2 500 004	2 540 000	0.070.070	0.040.470	2 422 222
206	3,334,218 1,330,842	3,476,047 934,218	3,476,047 151,116	3,555,163 170,919	3,589,081 72,715	3,516,893	3,370,279	3,248,179	3,408,600
208	(1,309,458)	(1,131,009)	(72,000)	(137,000)	(144,904)	8,886 (155,500)	178,400 (300,500)	180,921	171,261
209	3,355,602	3,279,256	3,555,163	3,589,081	3,516,893	3,370,279	3,248,179	(20,500) 3,408,600	(300,605) 3,279,256
210		0,2.0,200	0,000,.00	0,000,00.	0,010,000	0,0.0,2.0	0,240,170	3,400,000	3,273,230
211									
212	(400,000)	(400,000)	(400,000)	(400,000)	(400,000)	(400,000)	(400,000)	(400,000)	(400,000)
213	(600,000)	(600,000)	(600,000)	(600,000)	(600,000)	(600,000)	(600,000)	(600,000)	(600,000)
217	(270,000)	(270,000)	(270,000)	(270,000)	(270,000)	(270,000)	(270,000)	(270,000)	(270,000)
218			(480,000)	(480,000)	(480,000)	(480,000)	(480,000)	(480,000)	(480,000)
219	1,010,602	934,256	1,210,163	1,244,081	1,171,893	1,025,279	903,179	1,063,600	934,256
220		2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
221	(989,398)	(1,065,744)	(789,837)	(755,919)	(828,107)	(974,721)	(1,096,821)	(936,400)	(1,065,744)
222									
223									
224 225									
225									
227									
228					- 1				



	BALANCE SHEET November 30, 2016 (unaudited)			BALANCE SHEET October 31, 2016 (unaudited)	MONTHLY CHANGE (unaudited)	
ASSETS						
CURRENT ASSETS						
Cash and cash equivalents	\$	3,476,046.88	\$	3,297,619.48	\$	178,427.40
Accounts receivable from water sales and sewer charges	\$	413,974.44	\$	453,982.67	\$	(40,008.23)
Inventory	\$	123,622.55	\$	123,925.46	\$	(302.91)
Prepaid expenses	\$	31,969.89	\$	31,969.89	\$	- 1
TOTAL CURRENT ASSETS	\$	4,045,613.76	\$	3,907,803.87	\$	137,809.89
RESTRICTED ASSETS						
Debt Service:	•	440.540.47		440 540 45		
Deferred amount of COP Refunding Deferred Outflow of Resources-calPERS	\$	112,546.17		112,546.17		( <del>-</del>
	\$	244,883.00	<del></del>	244,883.00	\$	_
Total Debt service	\$	357,429.17	\$	357,429.17	\$	-
Trust fund:						
Investments with fiscal agent -CFD 2007-1	\$	33,386.85	\$	117,565.22	\$	(84,178.37)
Total Trust fund	\$	33,386.85	\$	117,565.22	\$	(84,178.37)
TOTAL RESTRICTED ASSETS	\$	390,816.02	\$	474,994.39		
UTILITY PLANT IN SERVICE						
Land	\$	2,328,663.65	\$	2,328,663.65	\$	12
Flood Control Facilities	\$	4,319,603.58	,	4,319,603.58	\$	_
Capital Improvement Projects	\$	312,425.64		305,949.46	\$	6,476.18
Sewer Facilities	\$	5,887,919.81	\$	5,887,919.81	\$	-
Water facilities	\$	10,815,043.11	\$	10,800,433.71	\$	14,609,40
Pipelines,wells and tanks	\$	-	\$	-	\$	· -
General facilities	\$	1,006,881.13	\$	1,006,881.13	\$	-
Equipment and furniture	\$	433,383.77	\$	433,383.77	\$	×=
Vehicles	\$	582,802.28	\$	582,802.28	\$	-
Accumulated depreciation	\$	(12,137,990.70)	\$	(12,137,990.70)	\$	.=
					\$	-
NET UTILITY PLANT IN SERVICE	\$	13,548,732.27	\$	13,527,646.69	\$	21,085.58
OTHER ASSETS						
Water rights -ID4	\$	185,000.00	\$	185,000.00	\$	-
TOTAL OTHER ASSETS	\$	185,000.00	\$	185,000.00		
TOTAL ASSETS	\$	18,170,162.05	\$	18,095,444.95	\$	74,717.10

Balance sheet continued	BALANCE SHEET November 30, 2016 (unaudited)	BALANCE SHEET October 31, 2016 (unaudited)	MONTHLY CHANGE (unaudited)		
LIABILITIES					
CURRENT LIABILITIES PAYABLE FROM CURRENT ASSETS Accounts Payable Accrued expenses Deposits	\$ - \$ 154,788.17 \$ 2,400.00	\$ - \$ 154,788.17 \$ 1,200.00	\$ \$ \$	- - 1,200.00	
TOTAL CURRENT LIABILITIES PAYABLE FROM CURRENT ASSETS	\$ 157,188.17	\$ 155,988.17	\$	1,200.00	
CURRENT LIABILITIES PAYABLE FOM RESTRICTED ASSETS Debt Service:					
Accounts Payable to CFD 2007-1	\$ 33,386.85	\$ 117,565.22	\$	(84,178.37)	
TOTAL CURRENT LIABILITIES PAYABLE FROM RESTRICTED ASSETS	\$ 33,386.85	\$ 117,565.22	\$	(84,178.37)	
LONG TERM LIABILITIES  2008 Certificates of participation  BBVA Compass Bank Loan  Net Pension Liability-calPERS  Deferred Inflow of Resources-calPERS	\$ 2,330,000.00 \$ 990,638.24 \$ 693,352.00 \$ 246,389.00	\$ 1,013,962.32	\$	- (23,324.08) -	
TOTAL LONG TERM LIABILITIES	\$ 4,260,379.24	\$ 4,283,703.32	\$	(23,324.08)	
TOTAL LIABILITIES	\$ 4,450,954.26	\$ 4,557,256.71	\$	(106,302.45)	
FUND EQUITY Contributed equity	\$ 9,611,814.35	\$ 9,611,814.35	\$		
Retained Earnings: Unrestricted Reserves/Retained Earnings	\$ 4,107,393.44	\$ 3,926,373.89	\$	181,019.55	
Total retained earnings	\$ 4,107,393.44	\$ 3,926,373.89	\$	181,019.55	
TOTAL FUND EQUITY	\$ 13,719,207.79	\$ 13,538,188.24	\$	181,019.55	
TOTAL LIABILITIES AND FUND EQUITY	\$ 18,170,162.05	\$ 18,095,444.95	\$	74,717.10	

## TREASURER'S REPORT November, 2016

Bank	Carrying	Fair	Current	Rate of	Maturity	Valuation	
Balance	Value	Value	Actual	Interest		Source	

#### Cash and Cash Equivalents:

Demand Accounts at UB/LAIF

General Account/Petty Cash	\$ 3	3,513,687	\$ 3,426,800	\$ 3,426,800	95.84%	0.00%	N/A	UB
Payroll Account	\$	30,235	\$ 28,144	\$ 28,144	3.51%	0.00%	N/A	UB
LAIF	\$	21,103	\$ 21,103	\$ 21,103	0.65%	0.60%	N/A	LAIF

#### Facilities District No. 2007-1

First American Treas Obligation -US BANK	\$	33,38	7	\$ 33,387	\$ 33,387

Cash and investments conform to the District's Investment Policy statement filed with the Board of Directors on July 19, 2016 Cash, investments and future cash flows are sufficient to meet the needs of the District for the next six months.

Sources of valuations are Umpqua Bank, LAIF and US Trust Bank.

Kim Pitman, Administration Manager



To:

**BWD Board of Directors** 

From:

Kim Pitman

Subject:

Consideration of the Disbursements and Claims Paid

Month Ending November, 2016

Month Ending November, 2016						
Vendor disbursements paid during this period:	\$	167,782.60				
Significant items:						
San Diego Gas & Electric		\$	24,746.74			
CalPERS Payments		\$	4,564.19			
Medical Health Benefits		19,500.61				
BBVA Compass Bank-Viking Ranch Refi F	\$ \$	35,830.68				
Squarmilner Auditors-Final Payment FY 2	\$	4,813.00				
Capital Projects/Fixed Asset Outlays:						
Hidden Valley Pump-Filter Feed Pump W	Hidden Valley Pump-Filter Feed Pump WWTP					
Pacific Pipeline-materials for 900 tank upg	\$ \$	6,476.00				
Total Professional Services for this Period:						
McDougal, Love, Eckis, Attorneys	Legal-general	\$	588.78			
One Eleven Water Services-Jerry Rolwing	GWM	\$	2,295.00			
-	Support	\$	1,710.00			
Dudek Professional Services	GSP					
(reimbursed)	RHGC	\$	19,544.13			
	Prepare Grants					
Raftelis Financial Consultants	BWD Growth Study	\$	4,607.50			
Payroll for this Period:						
Gross Payroll		\$	71,555.00			
Employer Payroll Taxes and ADP Fee			1,659.00			
Total		\$ <b>\$</b>	73,214.00			
			,			

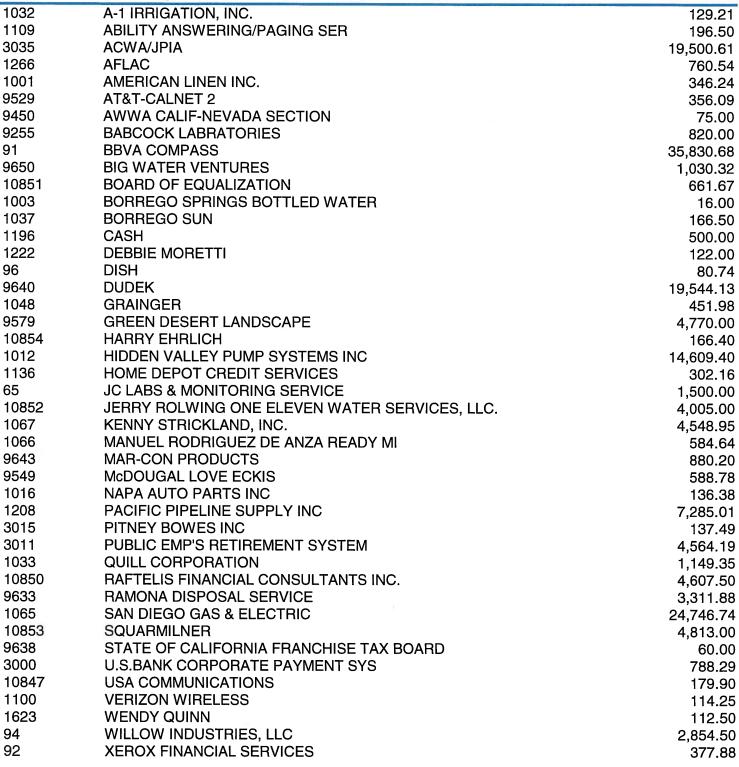
Accounts Pavable

Checks by Date - Summary by Vendor Number

User: ezmeralda

Printed: 1/19/2017 7:12 AM

#### **VENDOR NO VENDOR NAME**



AP Checks by Date - Summary by Vendor Number (1/19/2017 7:12 AM)

Report Total (53 checks):

Page 1

167.782.60

# GROUNDWATER MANAGEMENT ACCOUNTING

### FY 2017

Acct #10154800

	Downey			One Eleven	Monthly	FYE 2017
Month	Brand	Dudek	Advertising	Water Services	Total	Total
Jul-16					-	-
Aug-16	190.00	39,583.64			39,773.64	39,773.64
Sep-16						_
Oct-16		7,650.00			7,650.00	47,423.64
Nov-16			111.00	4,005.00	4,116.00	51,539.64
					-	
Total	190.00	47,233.64	111.00	4,005.00	51,539.64	51,539.64

#### **BORREGO WATER DISTRICT**

#### BOARD OF DIRECTORS MEETING - JANUARY 17, 2017

#### AGENDA BILL - INFORMATIONAL ITEMS

January 19, 2017

TO: Board of Directors, Borrego Water District

FROM: Geoff Poole, General Manager

SUBJECT: Informational Items Summary -G Poole

**RECOMMENDED ACTION:** Receive Summary and discuss

- A. New Computer Software Capabilities J Tatusko: Director Tatusko wanted to share some information regarding the potential of BWD's new computer software, which is attached. (41-48)
- B. Update on Research regarding a CIP program for GPCD reduction L Brecht: Director Brecht requested this item be placed on the Agenda. This is a follow up to the Special Meeting on 1-17 on the topic of developing end use efficiency programs. I intend to meet with Directors Delahay and Ehrlich (Public Outreach Comm) on this topic before 1-25-17 and will be able to provide an update on the schedule at the Board Meeting.
- C. Discussion of Developer's Charges, given SGMA supply constraints L Brecht: Director Brecht requested this item be placed on the Agenda.
- D. Report on Investment Banking advice requirements L Brecht Director Brecht requested this item be placed on the Agenda.
- E. **Depth Dependent Testing Water Quality Testing Update** G Poole: In the past, BWD Board and Staff have discussed performing depth dependent water quality testing on production wells in conjunction with the USGS. With water flowing at high flow rates, water samples are taken at various elevations to determine the vertical difference in water quality within the Basin at that well site. USGS has the sophisticated equipment and expertise to conduct the tests and estimates the cost at \$83,000 per well. Certain conditions must be present at the well to achieve the greatest results, as follows:

Within the Basin some wells have the likelihood to produce better representative samples than others, and BWD Staff and USGS have identified Well 12 as being the best. When a well is sampled this needs to occur immediately following a well rehabilitation (clean casing) so it was

agreed that the Well 12 sampling will be scheduled with the next planned well rehabilitation cycle and that was tentatively scheduled for this year. Due to factors beyond our control, specifically decreased production in Well 4, it was moved to the top of the list and rehabilitated in the last few weeks. Staff intends to rehabilitate Well 12 in the next well rehabilitation cycle. At this moment, there is no specific date set for Well 12 rehabilitation, but that scenario could change quickly based on unforeseen events.

Another factor to consider when scheduling depth dependent tests is where to store the water when the high flow tests are occurring. Especially on Well 12, with the 800 tank out of service, there is no place to put high volumes of water. Therefore, the depth dependent tests needs to be coordinated with the completion of the 900 tank.

Lastly one significant technical issue is the possibility that there may not be enough room in the casing at Well 12 for the temporary pump and water sampling tube, which could be a fatal flaw. Staff will continue to work with USGS on these various issues, monitor Well 12 and keep all parties informed on the schedule for rehabilitation of Well 12 and the status of the depth dependent water quality testing.









RESOURCES

**COMPANY** 

Q,



#### Maximize the lifecycle of your infrastructure investment

Accela Asset Management ensures your agency infrastructure assets are managed efficiently and effectively, while providing critical cloud-based tracking data to fulfill all legislative, regulatory, audit and reporting requirements.

#### Kev Benefits

- · Track, rate and manage your assets with detailed inventory and condition assessments
- Monitor service requests from inception to completion with smart work order management from any mobile device
- Schedule preventative maintenance and extend life of assets with materials management tools
- Leverage an enterprise-wide solution to seamlessly integrate planning, permitting, inspections, code enforcement and license management capabilities

#### Solutions

#### STORMWATER SYSTEMS

Track and manage assets to minimize flooding, erosion and water pollution. Learn More >

#### WASTEWATER SYSTEMS

Mitigate the threat of wastewater system issues, polluted water and costly community impact. Learn More >

#### FACILITIES

Monitor and maintain building properties, maintenance shelters and office complexes. Learn More >

#### STREETS AND TRAFFIC CONTROL DEVICES

Manage city growth and roadway maintenance projects. Learn More >

#### WATER DISTRIBUTION SYSTEMS

Provide access to clean, safe water for your community. Learn More >

#### **FLEET EQUIPMENT**

Manage, schedule and maintain vehicles and equipment to optimize resources and control costs. Learn More >

#### ASSET MANAGEMENT

STORMWATER

STREETS

WASTEWATER

WATER DISTRIBUTION

**FACILITIES** 

FLEET EQUIPMENT

#### PRODUCT RESOURCES



Infrastructure Asset Management Overview

### CASE STUDY



"With Asset Management. we can track all our assets. If we had a flood event, we woul be able to track where we were having overflows so we can direct construction projects to those areas of greatest need. It has improved workflow. It has better enabled us to track areas of need for the sake of planning future construction and capital construction projects."

#### Kevin Wente,

Planning, Preservation, Development

Read full case study >

## RESOURCES COMPANY APPS SUPPORT CONTACT US



## **Accela Asset Management**

#### Maximize the useful life of public infrastructure

Accela Asset Management is a fully integrated asset management and work order solution that helps communities effectively track the condition, location and lifecycle of critical public assets and infrastructure. Regardless of the task or asset, Accela Asset Management helps you make smarter decisions – both for investments in new assets and the operation and maintenance of existing ones.

#### The right solution for you

Meet agency-specific needs with flexible, tailored solutions or leverage industry best practices with packaged solutions for:

- · Water distribution systems
- · Parks and recreation areas
- · Wastewater systems
- Streets and traffic control devices
- Stormwater systems
- · Facilities management
- Fleet management

#### Visualize your inventory and data

Accela's GIS integration and map-centric UX delivers a valuable visual perspective of your public infrastructure. Color code assets using agency- and user-specific rules to identify them by parameters such as condition, assignment, inspection status, etc.

#### Automate manual processes to improve internal productivity

Accela Asset Management can automate activities and scheduling around work order management, parts and equipment inventorying, service request management, preventative maintenance and asset condition assessments based on your unique business rules.

#### Support Intelligent maintenance analysis and planning

Plan for the entire lifecycle of an asset from installation to maintenance, repair, removal and replacement. Utilizing historical data, including asset ratings, value and maintenance activities, Accela Asset Management empowers you to identify and prioritize top activities for the long term.

#### Empower field staff and simplify mobile activities

Accela's GIS-enabled mobile apps allow work crews to locate assets quickly, review and update attributes, add pictures and comments, and more. Most importantly, you can document performance and completion of work orders with the ability to track tasks separately and include costs for parts, equipment, material, supplies and labor.

#### **Asset Management**



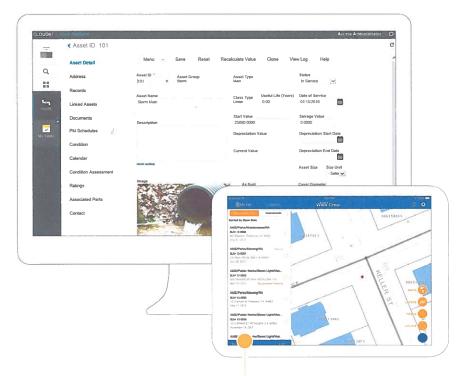
#### **Benefits**

- Streamline and automate internal processes to improve productivity and support staff needs
- Leverage existing infrastructure inventory in Esri GIS system
- Integrate with supervisory control and data acquisition (SCADA) systems for improved effectiveness
- Deliver high quality customer service and reduce service disruptions for your community
- Fulfill legislative, regulatory, audit and reporting requirements
- Improve cross-department and public coordination
- Be more resilient in face of budget uncertainty and climate change



#### Enhance daily activities with powerful integrations

Integrate with Accela Land Management and Accela Right of Way Management to share data with other departments and improve coordination and visibility across your entire agency.



#### **Features**

- Comprehensive workflow engine allows for task tracking
- Award-winning Esri ArcGIS integration\*
- Manage unlimited number of asset types and details, including cost, attributes, value (considering depreciation), location and maintenance history
- Initiate and document work orders from the office or the field

- Update asset record information and add pictures and comments with mobile apps for work crews
- · Parts and material inventory
- Comply with agency-specific or industry reporting requirements, such as GASB 34, with flexible reporting tools
- Link assets to deliver big-picture visibility and insights



## The Accela Civic Platform advantage

The Accela Civic Platform is a foundation of software solutions for governments of all sizes that powers more connected and informed communities, unifies departments and systems, and provides real-time, actionable data to maximize efficiencies from office to field.

Our cloud-based productivity and citizen engagement offerings range from land, finance, utility billing and CRM to legislative management, right of way, asset management and more. Governments leverage services such as workflow, GIS, mobile tools, dashboards, online payments and web portals to further extend the capabilities of the platform.

Through platform-wide APIs, SDKs and open data, developers are empowered to create complementary solutions that meet the unique needs of any community.

<sup>\*</sup>Accela was named Esri 2013 Partner of the Year for Private Web Application – Federal, State and Local Government





SOLUTIONS

APPS

**RESOURCES** 

**COMPANY** 

CONTACT US

## **Wastewater Systems**

## Mitigate the threat of wastewater issues, polluted water and costly community impact

Your primary objective is to maintain the sewer system as economically and proactively as possible, while providing high levels of customer service and minimal disruption to citizens. Accela Asset Management provides an integrated asset management and work order solution for wastewater collection and treatment activities for grey water reuse or discharge into rivers, lakes or the sea.

With Accela Asset Management, you can:

- Track and maintain a comprehensive asset inventory, including a lifetime history of parts inventory, preventative
  maintenance and condition assessments using your agency GIS data
- · Automate preventative maintenance schedules and maximize efficiency with work order templates
- Prolong the life of your infrastructure components and minimize the total costs associated with operating wastewater systems

#### VISUALIZE AND MAXIMIZE ASSET DATA

Manage asset information including attributes, cost, value, location and maintenance history. Perform intelligent maintenance analysis with historical data, and create preventative maintenance schedules configured against a single water line or your entire system.

#### **INCREASE EFFICIENCY**

Leverage work order templates to pre-populate standard details for routine, repetitive jobs, or extract and export key data quickly and easily to a spreadsheet.

#### **BE COMPLIANT**

Comply with agency-specific or industry reporting requirements with flexible reporting tools.

#### PRIORITIZE ACTIVITIES

Integrate with SCADA systems to quickly access and analyze information to rank and prioritize activities based on critical need, consequences of blockage and failure, as well as violations or public health concerns.

#### **REDUCE OVERFLOWS**

Minimize sanitary sewer overflows (SSOs) or combined sewer overflows (CSOs) from sending polluted water and sewage into nearby waters.

#### ASSET MANAGEMENT

STORMWATER

STREETS WASTEWATER

WATER DISTRIBUTION

**FACILITIES** 

FLEET EQUIPMENT

#### PRODUCT RESOURCES





#### **REQUEST A DEMO**

### CASE STUDY



"Accela allows us to be more strategic with our investments. For infrastructure improvemen we used to do it just on the age of the pipe and that's not very strategic. Now, we're leveragin this information to see where our worst spots are, and we'll repair those first so we can enhance the life of our existing materials."

#### Stephen Gay

Utilities Operations Manager, Westminster, Colorado

Read full case study >

4

PLATFORM How to Buy SOLUTIONS

Asset Management

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**SOLUTIONS** 

**APPS** 

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CONTACT US

## **Water Distribution Systems**

#### Provide access to clean, safe water for your community

With increasing pressure to respond to ever-changing regulation and protect clean water resources for your community, reliable and comprehensive asset management has never been more crucial. Accela Asset Management provides an integrated asset management and work order solution to strategically manage your infrastructure assets, provide high levels of customer service and minimize wastewater blockages that lead to service disruptions.

With Accela Asset Management, you can:

- Track and maintain a comprehensive asset inventory, including a lifetime history of parts inventory, preventative
  maintenance and condition assessments
- Monitor service requests from inception to completion
- Monitor key performance indicators in real-time from a mobile device
- · Capture data from system pressure and water quality testing

#### **INCREASE EFFICIENCY**

Leverage work order templates to pre-populate standard details for routine, repetitive jobs, or extract and export key data quickly and easily to a spreadsheet in the office or in the field.

#### **INVENTORY ASSETS**

Use GIS data to inventory your assets, perform condition assessments and create prioritized work orders.

#### VISUALIZE AND MAXIMIZE ASSET DATA

Manage asset information including attributes, cost, value, location and maintenance history. Perform intelligent maintenance analysis and create preventative maintenance schedules configured against a single water line or your entire system.

#### **BE COMPLIANT**

Comply with agency-specific or industry reporting requirements with flexible reporting tools.

#### **AUTOMATE MAINTENANCE**

Rank and prioritize cleaning and maintenance activities based on critical need, and assess the consequences of failure or disruption.

#### ASSET MANAGEMENT

STORMWATER

STREETS

WASTEWATER

WATER DISTRIBUTION

FLEET EQUIPMENT

#### PRODUCT RESOURCES



**REQUEST A DEMO** 





"Accela allows us to be more strategic with our investments. For infrastructure improvemen we used to do it just on the age of the pipe and that's not very strategic. Now, we're leveragin this information to see where our worst spots are, and we'll repair those first so we can enhance the life of our existing materials."

**Stephen Gay**Utilities Operations Manager,
Westminster, Colorado

Read full case study >







**SOLUTIONS** 

**APPS** 

**RESOURCES** 

**COMPANY** 

CONTACTUS

## Fleet Equipment

## Manage, schedule and maintain vehicles and equipment to optimize resources and control costs

Managing the inventory, scheduling and condition of your agency's fleet vehicles and equipment is no small task. To help you balance the availability of vehicles, life of service and budget constraints, Accela Asset Management provides an integrated asset and work management solution for the management and maintenance activities for your fleet equipment and vehicles.

With Accela Asset Management, you can:

- · Optimize resources and reduce unnecessary or untimely capital investments
- Schedule limited resources across multiple, concurrent projects
- Maximize the life of your equipment with a sensible maintenance plan
- Minimize vehicle downtime with automated work order assignments, vehicle and equipment/parts availability and maintenance history.

#### **MANAGE EXPENSES**

Prevent last-minute expenses from unexpected changes and the expiration of current vehicles.

#### COORDINATE AND COMMUNICATE

Plan the rotation of your vehicles and inform everyone affected.

#### LEVERAGE DATA

Monitor real-time statistics and extract work order, asset and other system data for use in presentations or reports.

#### ASSET MANAGEMENT

STORMWATER

STREETS

WASTEWATER

WATER DISTRIBUTION

FACILITIES

FLEET EQUIPMENT

#### PRODUCT RESOURCES



REQUEST A DEMO



"With Asset Management, we can track all our assets. If we had a flood event, we woul be able to track where we were having overflows so we can direct construction projects to those areas of greatest need. It has improved workflow. It has better enabled us to track areas of need for the sake of planning future construction and capital

**Kevin Wente**, Planning, Preservation, Development

construction projects."

Read full case study >

PLATFORM	SOLUTIONS	RESOURCES	COMPANY	APPS
	Asset Management			SUPPORT
				CONTACT US
	Environmental Health			
	Recreation & Resource Management			





**SOLUTIONS** 

**APPS** 

**RESOURCES** 

COMPANY

CONTACT US

### **Facilities**

## Simplify the monitoring of building properties, maintenance shelters and office complexes

Managing the physical infrastructure and building systems of agency-owned properties is crucial to keeping operating costs in check and people focused on serving your community. Accela Asset Management provides an integrated asset and work order management solution for the monitoring and maintenance of the physical infrastructure of your building properties and the equipment used to maintain them.

With Accela Asset Management, you can:

- · Easily capture building property, equipment inventory and lifetime history, as well as vendor, supply and part history
- Monitor real-time statistics and extract work order, asset and other system data for use in presentations or reports
- · Reduce overall operating costs and improve service to your community

#### MANAGE MAINTENANCE

Proactively manage preventative maintenance for aging building properties, as well as HVAC, electrical, lighting, plumbing, mechanical systems, security cameras and plant equipment.

#### LEVERAGE EFFICIENCY TOOLS

Create work orders with ease, whether routine maintenance, or to address an unexpected outage or repair.

#### **LOWER COSTS**

Track energy and waste consumption to lower costs and meet goals for environmental sustainability.

#### ASSET MANAGEMENT

STORMWATER

STREETS

WASTEWATER

WATER DISTRIBUTION

**FACILITIES** 

FLEET EQUIPMENT

#### PRODUCT RESOURCES



**REQUEST A DEMO** 

#### CASE STUDY



"With Asset Management, we can track all our assets. If we had a flood event, we woul be able to track where we were having overflows so we can direct construction projects to those areas of greatest need. It has improved workflow. It has better enabled us to track areas of need for the sake of planning future construction and capital construction projects."

#### Kevin Wente,

Planning, Preservation, Development

Read full case study >

PLATFORM	SOLUTIONS	RESOURCES	COMPANY	APPS
				SUPPORT
				CONTACT US
	Environmental Health			
	Licensing & Case Management			
	Recreation & Resource Management			

### Contact Us

Complete the form below so we can quickly get you the information you need.

If you'd like to speak with us directly, please locate the appropriate number for your inquiry on this page.

Need Customer Support? No need to complete this form. Call (888)722-2352, ext. 5 or email: support@accela.com.

First Name:	*	
Last Name:	*	
Job Title:	*	
Agency Name:	*	-
Work Email	*	

#### **COMPANY HEADQUARTER**

2633 Camino Ramon, Suite 500 San Ramon, CA 94583 Ph: (925)659-3200

Ph: (888)722-2352 Fax: (925)659-3201 Email: info@accela.com

#### **CUSTOMER SUPPORT**

For customer support and community inquiries, please contact Customer Support directly.

Monday - Friday: 4:00 a.m. - 6:00 p.m. PT Ph: (888)722-2352, ext. 5 Email: support@accela.com

For our Middle East and Africa customers, please contact ME. **Customer Support.** 

Sunday - Thursday: 8:00 a.m. - 5:00 p.m. GST Ph: (+971) 4-434-2194 Email: support-MEA@accela.cor

Community Support Developer Portal





**PLATFORM** 

**SOLUTIONS** 

**APPS** 

**RESOURCES** 

**COMPANY** 

Agency Population
Jurisdiction

Enter population of your city, county, c

٦:

Inquiry Reason:

Interests:

Select...

Select...

 Select all that apply... ✓ Asset Management

**W** Building and Planning Citizen Mobile App

Civic Insight

Code Enforcement

Environmental Health Finance and Administration

Land Management Legislative Management Licensing and Case Management

Online Payments

Permitting & Inspections

✓ Performance Reporting

✓ Service Request Management Right of Way Management

Utility Billing

Email: procurement@accela.cor

#### **WORLDWIDE OFFICES**

Boston, MA Dubai, United Arab Emirates Franklin, MA McLean, VA Melbourne, Australia New York, NY Portland, OR Ronkonkoma, NY San Francisco, CA Williamsville, NY Woburn, MA



Contract / Project	January	February	March
PAYMENTS T2 Borrego			
P & I Payment for ID4 COP's  Compass Bank		2016 - payment due March 1st.	1st half of payments due
CONTRACTS  American Red Cross-can cancel any time			
American Red Cross-can cancel any time  Club Circle (Cameron)		option to renew lease by 2/28/2017	
Green Desert Landscape		discuss w/ Bob the option of continuing with contract 2/28/2017	
Pitney Bowes - postage machine			
San Diego Mailing Solutions (Annual maintenance - postage and stuffer machine)			
Ramona Disposal - Club Circle  Ramona Disposal - BWD Dumpsters			
<u>REPORTS</u>			
CASGEM CCR			
Cameron Bros. Water Usage Report (golf course) to county			
Santago Estate  Annual EAR Report (CDHS)  Check fallow property for water usage			Due 3/31 for previous year
Report Conservation efforts to State			
Surplus Water Activity			
<u>ADMINISTRATIVE</u>			
Audit			
Budget			Pump check
Business Plan			
Utility Rate Study Schedule			
Groundwater Sustainability Plan (GSP)	District Meeting Jan. 20 to discuss policy recommendations, DRAFT MOU between County & District. Submit boundary adjustment to DWR	District Meeting February 17th to discuss policy recommendations, Draft MOU of County and Distict with Coaltion; proposal for mechanism(s) to pay for GSP development	
BVG GSP Consultant Selection Process and GSP Development Schedual			2017: Consultant Notice to Proceed; 2017-2019: GSP Development
Investment Policy			
Special Assessments / tax bill resolutions-Taussig			
Town Hall Meeting	Design Agenda for 2017 Town Hall Meeting		March 2017'
Borrego Water Advisory Committee (BWAC)Formation			
Water Credit Policy			2015- Check if pricing needs to be adjusted (moved to due dilligence)
Storage/blending infrastructure project			,

Contract / Project PAYMENTS	April	May	June
T2 Borrego	Raftelis spare capacity cost analysis	5/1/15 Notice of 2015/2016 spare capacity due.	
P & I Payment for ID4 COP's  Compass Bank		2016-payment due June 1st.	
CONTRACTS  American Red Cross-can cancel any time			
Club Circle (Cameron)			Lease expires 6/30/2017
Green Desert Landscape			Agreement expires 6/30/2017
Xerox Pitney Bowes - postage machine	4/1/2017 send letter of cancellation if desired		
San Diego Mailing Solutions (Annual maintenance - postage and stuffer machine)			
Ramona Disposal - Club Circle Ramona Disposal - BWD Dumpsters			
REPORTS CASGEM	Submit CASGEM water level data		
CCR Cameron Bros. Water Usage Report (golf course) to county			
Santago Estate Annual EAR Report (CDHS) Check fallow property for water usage			Occupancy report due
Report Conservation efforts to State			
Surplus Water Activity	4/1/17: Calculate Surplus Water Activity	05/01/17: Notify Rams Hill of Surplus Water Availability	
ADMINISTRATIVE Audit			
Budget	CIP meeting, draft budget document	Final Budget document / FY Rate Resolution	Approval of Budget June 9th
Business Plan		FY Budget and new rates approved	
Utility Rate Study Schedule			
Groundwater Sustainability Plan (GSP)	District Meeting March 17th to discuss policy recommendations, Draft MOU between County and District; DRAFT MOU of County and District with Coalition; proposal for mechanism(s) to pay for GSP development		
BVG GSP Consultant Selection Process and GSP Development Schedual			
Investment Policy			Investment polices restated
Special Assessments / tax bill resolutions- Taussig			Special Assessments resolutions due
Town Hall Meeting			
Borrego Water Advisory Committee (BWAC)Formation		2017: BWD/County approval of Nominations, Prepare By-Laws and Orientation	
Water Credit Policy			
Storage/blending infrastructure project			

Contract / Project	July	August	September
T2 Borrego	7/1/17: establish water budget		
P & I Payment for ID4 COP's			2nd half of payments due
Compass Bank	1st payment due September 1st		
CONTRACTS  American Red Cross-can cancel any time			
Club Circle (Cameron)			
Green Desert Landscape	Cost of Water Adjustment each July 1st.		
Xerox	With Cameron Lease contract expires 7/2020		
Pitney Bowes - postage machine	lease expires 7/2017		
San Diego Mailing Solutions (Annual maintenance - postage and stuffer machine)		Annual maintenance contract expires	
postage and stuffer machine		10/6/16	
Ramona Disposal - Club Circle		contact RDS re: contract renewal	
Ramona Disposal - BWD Dumpsters <u>REPORTS</u>		contact RDS re: contract renewal	
CASGEM CCR	CCR to be distributed July 1st		
Cameron Bros. Water Usage Report (golf course) to county			
Santago Estate			
Annual EAR Report (CDHS)			
Check fallow property for water usage			Annual fallow property check
Report Conservation efforts to State			
Surplus Water Activity			
ADMINISTRATIVE Audit		Begin audit	Review of draft audit report
Budget		Dogiii addit	Troviow of didit addit roport
Business Plan	New rates go into effect		March 2015-Identify & Implement
	individuos go into choci		Mechansim to pay for GSP costs. March 2016- Update rate structure & water, sewer
			& WWT rates
Utility Rate Study Schedule			
Groundwater Sustainability Plan (GSP)			DRAFT MOU of County and District with Coalition; proposal for mechanism(s) to pay for GSP
			development
BVG GSP Consultant Selection Process and GSP Development Schedual			
Investment Policy			
Special Assessments / tax bill resolutions- Taussig			
Town Hall Meeting			
Borrego Water Advisory Committee			
(BWAC)Formation			
Water Credit Policy			
Storage/blending infrastructure project			

Contract / Project	October	November	December
T2 Borrego			12/31/14: T2 to purchase land to fallow 12/31/18 lease expires Send invoice for Spare Capacity
P & I Payment for ID4 COP's			
Compass Bank	Payment due December 1st.		
CONTRACTS  American Red Cross-can cancel any time			
Club Circle (Cameron)			
Green Desert Landscape			
Xerox Pitney Bowes - postage machine			
San Diego Mailing Solutions (Annual maintenance - postage and stuffer machine)			
Ramona Disposal - Club Circle Ramona Disposal - BWD Dumpsters			rate valid until 12/2016 rate valid until 12/2016
REPORTS CASGEM		Submit CASGEM water level data	
CCR Cameron Bros. Water Usage Report (golf course) to county	10/1/15 Mail CCR Certification form Send to County DPLU by 10/31		
Santago Estate Annual EAR Report (CDHS) Check fallow property for water usage			
Report Conservation efforts to State		Report Due	
Surplus Water Activity			
ADMINISTRATIVE Ad:1			
Audit Budget			
Business Plan			
Utility Rate Study Schedule			
Groundwater Sustainability Plan (GSP)			Agree on GSP funding mechanism; start GSP development
BVG GSP Consultant Selection Process and GSP Development Schedual		2016: Advertise and Issue RFP	
Investment Policy			
Special Assessments / tax bill resolutions- Taussig			
Town Hall Meeting			
Borrego Water Advisory Committee (BWAC)Formation			2016: BWAC Member Nominations
Water Credit Policy			
Storage/blending infrastructure project			